

CUSTOMER SERVICE TRAINING SCHEDULE - October - December (2014)

Month	Date	Day of the Week	Start	End	Location	Room
Oct	2	Thursday	8:00	12:00	Resource Management Agency - 5961 S Mooney Blvd, Visalia	RMA Main Conf Rm
Oct	8	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Oct	15	Wednesday	8:00	12:00	Resource Management Agency - 5961 S Mooney Blvd, Visalia	RMA Main Conf Rm
Oct	23	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Oct	30	Thursday	8:00	12:00	Human Resources & Development- 2900 W Burrel, Visalia	Test Room
Nov	5	Wednesday	8:00	12:00	Human Resources & Development- 2900 W Burrel, Visalia	Test Room
Nov	12	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Nov	20	Thursday	8:00	12:00	Porterville Gov't Plaza South - 1055 W Henderson, Porterville	Orange Rm
Dec	3	Wednesday	8:00	12:00	Human Resources & Development- 2900 W Burrel, Visalia	Test Room
Dec	11	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Dec	17	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

HOW TO ENROLL: Send an email from the **GroupWise** system by typing **Train_reg** in the "To" field requesting enrollment. Or, email Train_reg@co.tulare.ca.us Please Write: "Supervisory Academy Registration" in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

WORKSHOPS MAY FILL UP QUICKLY: When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.